Q&A on the
RFQ for Environmental Consultant Services for Environmental Site Assessment and Related Activities Funded by the United States Environmental Protection Agency Community Wide Brownfield Assessment Grant (Responses due September 18, 2013)

This Q&A may be updated periodically until 12:00 midnight, September 12.

All questions must be submitted via email to alanod@bloomington.in.gov on or before September 11, 2013 in order to be answered on this Q&A.

1. Can you supply us with an electronic version of your grant application for additional background information?

   Yes. The Detail Budget Narrative and Workplan sections of the grant application are available for download and reference at the following URL: **http://bloomington.in.gov/media/media/application/pdf/16029.pdf**.

   This grant application file can also be accessed under the "Attachments" section on the right-hand side of the City's RFP website at the following URL: **http://bloomington.in.gov/rfp**.

2. How many consulting firms have been solicited for qualifications?

   We directly notified five (5) firms that the RFQ had been posted. Any firm beyond those notified may respond as the RFQ is also posted on the City's website (**http://bloomington.in.gov/rfp**) and was published in *The Herald-Times* newspaper on 8/22/13 and 8/29/13.

3. Was this RFQ prepared 'by' the City of Bloomington or 'for' the City of Bloomington? If 'for', please identify the preparer.

   The RFQ was prepared by the City of Bloomington Department of Economic & Sustainable Development in consultation with the City's Legal Department and Park & Recreation Department.

4. Who within the EPA and IFA is the City of Bloomington working with?

   EPA Project Manager: Romona R. Smith, USEPA - REGION 5, Superfund Divison - SE/7J.

   IFA contact: Michele Oertel, Federal Funding & Community Relations Coordinator, Indiana Brownfields Program.

5. Over what timespan is the project anticipated to occur?
   a. Does the funding identified in the RFQ have an expiration date?

The project must be completed by the end of the grant period. The grant period is October 1, 2013 through September 30, 2016. Early completion is acceptable.

6. What is the City of Bloomington's selection process… is the scoring rubric available?

A primary team consisting of staff members of the Economic & Sustainable Development Department, the Park & Recreation Department and the Legal Department will evaluate all qualification packages to recommend the final selection to the Administration. Additional City departments may be consulted during the evaluation as deemed appropriate by the primary team.

A specific scoring rubric has not been developed, however, if a greater than expected number of qualification packages is received, the City may develop such a rubric to facilitate the evaluation process. The number of expected responses is three to five.

For relevant evaluative criteria and processes, please reference all items under "Submission Content" (page 5 and 6 of the RFQ) and please see #1 and #2 under "Terms and Conditions" (page 6 of the RFQ).

7. How was the contractual budget breakdown derived?

Please see "Task 6" of the "Detail Budget Narrative" section of City's final grant application. This document can be downloaded via the following URL: **http://bloomington.in.gov/media/media/application/pdf/16029.pdf**, and also via the "Attachments" section of the City's RFP website at **http://bloomington.in.gov/rfp**.

8. How will the City handle a situation where funds for particular contractual element are exhausted and questions/unknowns remain?
   (i.e., Is funding tied to a specific Task (work stopped based on the prescribed budget limits) or can it be redirected / reallocated across tasks?)

If the City decided that redirecting or reallocating the budget across tasks should be pursued, the City and selected consultant would work with the City's EPA Project Manager to seek approval of such redirection or reallocation.

8. Task 1: please define 'develop outreach materials'
   a. Facebook page?
   b. Brochures/fliers?
   c. Powerpoint Presentations?

While open to recommendations from the consultant, the City is generally interested in low- to no-cost methods that still reach stakeholders effectively. For

specific methods currently anticipated, see "Task 6" of the "Detail Budget Narrative" section of the City's final grant application. This file can be downloaded via the following URL:
http://bloomington.in.gov/media/media/application/pdf/16029.pdf

9. Task 1: to provide this support, how many meetings or 'training support' events are anticipated; how is 'training support' defined?

   The Training Support portion of Task 1 is not a responsibility of the consultant. Instead, this portion of the grant budget is meant for use by City staff to travel to and attend brownfields conferences or trainings as appropriate to accomplish grant-funded goals. The *Program Management* portion of Task 1 *is* the consultant's responsibility and the City expects bi-weekly check-ins via telephone with the consultant and once monthly face-to-face meetings for progress updates and to address any program management issues. This schedule may be changed if jointly agreed to by the City and the consultant.

10. Task 2: will 'priority ranking criteria' be provided by the City?

    Yes.

    It should be noted that the ultimate priority ranking is expected to be informed by the initial Brownfield Inventory conducted by the consultant, as well as by the redevelopment priorities held by the City and by the community.

11. Task 6: approximately what level of effort will the City request from the consultant?
    a. Presence at the public meetings: a couple hours each event?
    Yes.
    b. Hosting/leading the public meetings?
    Potentially, yes. Each meeting's agenda and host/leader will be determined jointly by the City and consultant, and the degree to which the consultant takes a lead role may be dependent upon the expected technical content of those meetings.